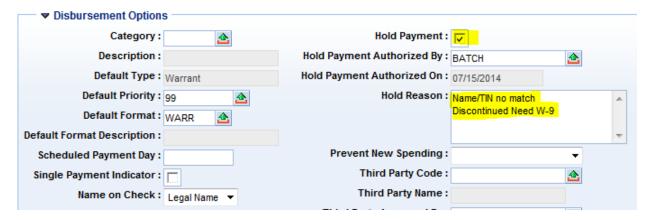# Removing Vendor Hold Process/Activate a Discontinued Vendor

The following information is intended for Departmental and Program use only:

1) Vendor records that are on hold are most frequently placed on hold for three reasons: Name/TIN mismatch, Held from COFRS, and Vendor is now operating under a new TIN and VC number.
2) Open the vendor record in the VCUST table.
3) A vendor hold will be visible in the Disbursement Options tab.

4) Review the "Hold Reason".
   a) Vendor records on hold due to TIN issues or held from COFRS will require an update of their TIN. In this instance you will need to follow the Legal Name Change/TIN Correction process. Submit the required documentation to have the hold removed.
   b) Vendors operating under a new TIN and VC number should have the new VC number to be used listed in the hold reason box.